
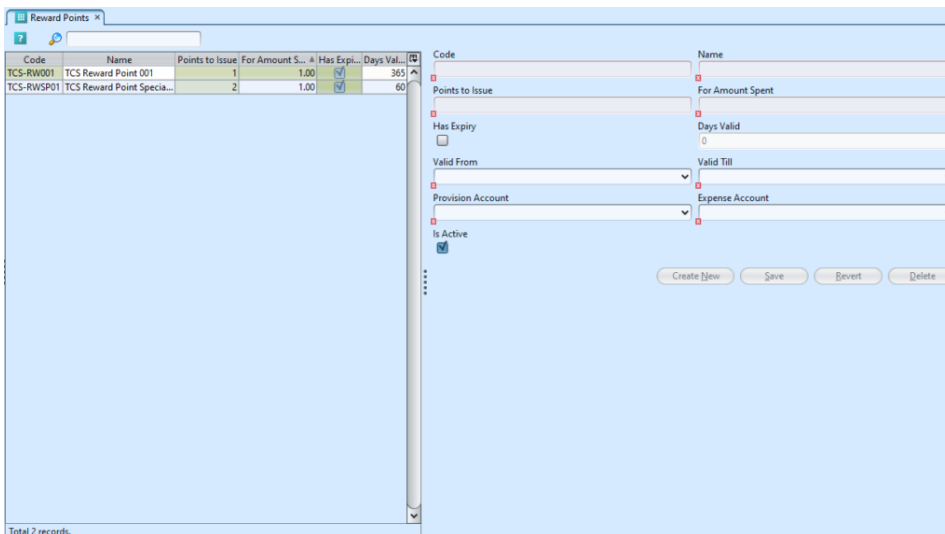


# Reward Points

Reward Points view allow user to set reward points scheme to reward customers based on their purchase. Below actions are available under Reward Points:

 Create new reward points scheme / account

 Update, delete, view and search for reward points scheme / account



Field Name	Description	Mandatory Information
Code	Code for reward points scheme	Y
Name	Name of reward points scheme	Y
Points to Issue	How many point to issue for amount spent	Y
For Amount Spent	Amount to spend to earn points	Y
Has Expiry	Self-explanatory	N
Days Valid	Self-explanatory	N
Valid From	Self-explanatory	Y
Valid Till	Self-explanatory	Y
Provision Account	Account code & name for reward points provision	Y
Expense Account	Account code & name for reward points expense	Y

## Create New Reward Points Scheme

1. Click on **“Create New”** button at the bottom right of screen to create new scheme
2. Fill up reward points scheme’s information
3. Click on **“Save”** button at the bottom right of screen when done

The screenshot displays the 'Reward Points' management interface. On the left, a table lists existing schemes:

Code	Name	Points to Issue	For Amount S...	Has Expi...	Days Val...
TCS-RW001	TCS Reward Point 001	1	1.00	<input checked="" type="checkbox"/>	365
TCS-RWSP01	TCS Reward Point Special...	2	1.00	<input checked="" type="checkbox"/>	60

Below the table, it indicates 'Selected row 2 from the Total 2 records.' On the right, a form for creating a new scheme is shown, with a red box highlighting the form fields and buttons. The form contains the following fields:

- Code: TCS-RWSP01
- Name: TCS Reward Point Special 01
- Points to Issue: 2
- For Amount Spent: \$51.00
- Has Expiry:
- Days Valid: 60
- Valid From: 01/01/2017
- Valid Till: 14/01/2017
- Provision Account: 6290.02 - Provision for Reward Points
- Expense Account: 3090.03 - Reward Point Expense
- Is Active:

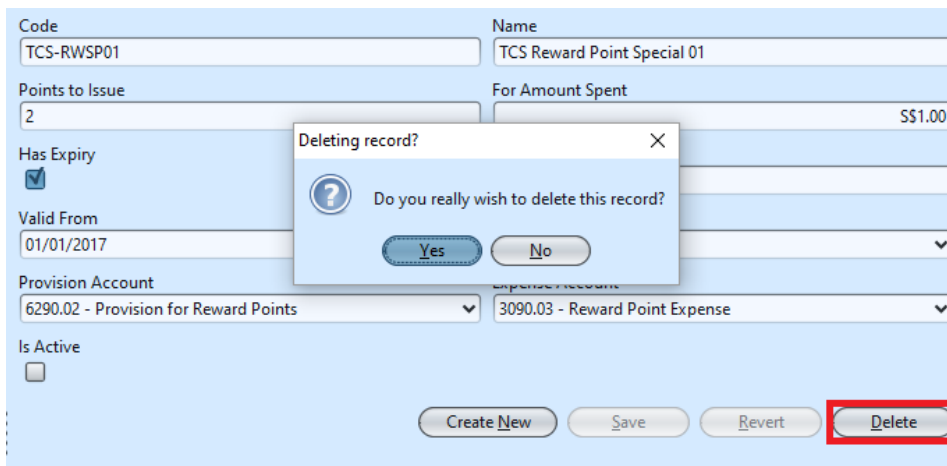
At the bottom of the form, there are four buttons: 'Create New', 'Save', 'Revert', and 'Delete'. The 'Create New' and 'Save' buttons are highlighted with red boxes.

## Update Reward Points Scheme Details

1. Double click on reward points scheme to be updated from the records table, it will bring up the details for the selected reward points scheme on the form at the right side of the screen
2. Make change(s) on the reward points information
3. Click on **“Save”** button at the bottom of screen when done
4. Click on **“Revert”** button at the bottom of screen to roll back the changes

## Delete Reward Points Scheme

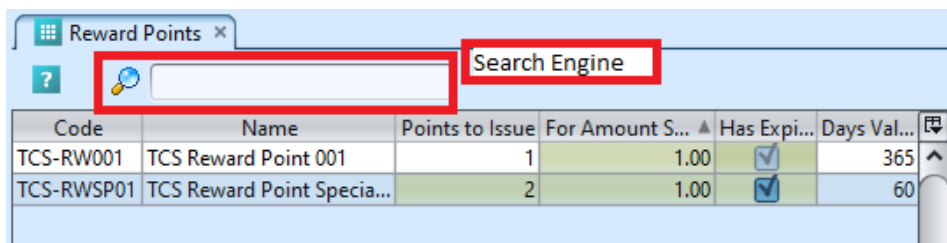
1. Double click on reward points to be deleted from the records table, it will bring up the details for the selected reward points on the form at the right side of the screen
2. Click on **"Delete"** button at the bottom of screen
3. Click on **"Yes"** button on the pop-up window to confirm record deletion



The screenshot shows a form for editing a reward points scheme. The form includes fields for Code (TCS-RWSP01), Name (TCS Reward Point Special 01), Points to Issue (2), For Amount Spent (S\$1.00), Has Expiry (checked), Valid From (01/01/2017), Provision Account (6290.02 - Provision for Reward Points), and Expense Account (3090.03 - Reward Point Expense). The Is Active checkbox is unchecked. At the bottom, there are buttons for Create New, Save, Revert, and Delete. A dialog box titled "Deleting record?" is overlaid on the form, asking "Do you really wish to delete this record?" with Yes and No buttons.

## View and Search for Reward Points Details

1. Enter search parameter to filter the result, type in the search textfield at the top of the screen



The screenshot shows a table of reward points with a search engine at the top. The search engine is highlighted with a red box. The table has columns for Code, Name, Points to Issue, For Amount Spent, Has Expiry, and Days Valid. The table contains two rows of data.

Code	Name	Points to Issue	For Amount Spent	Has Expiry	Days Valid
TCS-RW001	TCS Reward Point 001	1	1.00	<input checked="" type="checkbox"/>	365
TCS-RWSP01	TCS Reward Point Special...	2	1.00	<input checked="" type="checkbox"/>	60

2. Result can be sorted alphabetically by clicking the fields' columns
3. Double click on reward points to view from the records table, it will bring up the details for the selected reward points on the form at the right side

of the screen

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